TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

Sub: School Recommendation Letter

Dear **[NAME]**

I'm writing to recommend **[CANDIDATE NAME]** for admission to  **[NAME OF LAW SCHOOL]**. I've known **[CANDIDATE'S NAME]** for **[AMOUNT OF TIME YOU'VE KNOWN THE CANDIDATE]** as my  **[STUDENT OR EMPLOYEE]**  at  **[SCHOOL OR COMPANY NAME]**. Throughout our relationship, I've found  **[CANDIDATE'S NAME]** to be  **[A DESCRIPTION OF THE TOP, POSITIVE AND RELEVANT QUALITIES OF THE CANDIDATE]**.

**[TWO TO THREE EXAMPLES EXPRESSING THE ACADEMIC AND PROFESSIONAL SKILLS AND ACCOMPLISHMENTS OF THE CANDIDATE]**.

**[EXAMPLE OF A WAY THE CANDIDATE HAS IMPROVED].**

As an **[YOUR JOB TITLE]**  with **[YEARS OF EXPERIENCE OR OTHER IMPRESSIVE QUALIFICATIONS]**, I've worked with **[NUMBER OF STUDENTS OR EMPLOYEES YOU'VE SUPERVISED]. [A DESCRIPTION OF HOW THE CANDIDATE COMPARES TO OTHER STUDENTS, EMPLOYEES OR PROFESSIONALS IN THE FIELD]**.

In conclusion, [CONCLUDING STATEMENT]. If I can provide any additional information on **[CANDIDATE'S NAME]** behalf, please don't hesitate to contact me.

Sincerely,